

STATE OF CALIFORNIA
DUTY STATEMENT

CALIFORNIA PRISON INDUSTRY AUTHORITY

1. Institution/Division/Office Central Office/Fiscal Services Management/Accounting Services		2. Unit/Industry Accounting – Reports & Reconciliation	
3. Classification Title Accounting Officer (Specialist)		4. Proposed Incumbent (if known) Vacant	
5. Current Position Number (Agency-Unit-Class-Serial) 063-760-4546-200		6. Effective Date March 2, 2022	
7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions: Under the direction of the Accounting Administrator I, Supervisor, this position will perform research and analysis on various accounting functions in the Reports & Reconciliation Unit. Duties and assignments require contact with CALPIA managers and field staff in the resolution of accounting duties. Work Schedule: Monday – Friday, 8:00am – 5:00pm			
8. Percentage (%) of time performing duties: <div style="text-align: center;">35%</div> <div style="text-align: center;">25%</div> <div style="text-align: center;">15%</div> <div style="text-align: center;">10%</div>		9. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent on each. Group related tasks under the same percentage (%) with the highest percentage (%) first. (Use an additional page if necessary) <div style="text-align: center;">ESSENTIAL FUNCTIONS</div> <p>Perform monthly reconciliations including but not limited to the General Ledger and Cash reconciliations, such as Surplus Money Investment Fund (SMIF), Uncleared Collections, the CALPIA Bank Account, Fix Assets, abatements, etc. Analyze and propose corrections. Upon approval, prepare monthly journal entries or coordinate with appropriate accounting staff to process correcting entries. Process workers' compensation documents, analyze, and post journal entries. Performs tasks required to process, post, and issue sales and uses tax.</p> <p>Provide back-up support to the daily monitoring, identifying, researching, and correcting billings for all enterprises. Analyze and prepare the correcting entries and submit for review and approval prior to entry into CALPIA's Enterprise Resource Planning (ERP) system. Perform analysis of enterprise financial data including revenue, cost of goods sold, gross margin, and all supporting cost center financial data. Prepare written analysis, proposes corrections, and submit for approval.</p> <p>Assist in fiscal financial year-end processes including working with external financial auditors for the interim and year-end financial audit and closing the fiscal year. Assist in providing complete analysis for Gross Margin Analysis (GMA), and complex year-end schedules, prepare and post journal entries, and prepare detailed analysis based upon external auditor requests and checklist such as year-end vacation accrual and other revenue accruals. Assist in preparing all year-end reports required for State Controller's Office (SCO) and Department of Treasury such as budgetary-legal, GAAP, and Fund reports.</p> <p>Provide back-up to processing daily Inventory Transfers (IITs) Requests by assigning reason codes, verifying data on the form for accuracy, record documents in IIT log, identify discrepancies between IIT inventory purchases and receipts and work with staff to resolve. Perform the monthly IIT variance task including downloading data, reconciling, proposing resolution, preparing journal entries, and posting upon approval.</p> <p>Download, review, research, and prepare monthly journal entries from State Controller's Office (SCO) tab run and other State agency invoices such as Department of General Services (DGS), Department of Justice (DOJ) & Office of Information Technology (OIT) and submit prepared journal entries to senior staff for review and approval before posting.</p> <p>(Continued on Page Two)</p>	
10. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.			
11. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF THE DUTY STATEMENT:			
PRINT EMPLOYEE'S NAME Vacant		EMPLOYEE'S SIGNATURE	
PRINT SUPERVISOR'S NAME		SUPERVISOR'S SIGNATURE	
HR APPROVAL 2-17-22		DATE	

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<p>8. Percentage (%) of time performing duties:</p>	<p>9. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent on each. Group related tasks under the same percentage (%) with the highest percentage (%) first.</p>
<p>10%</p>	<p>(Continued from Page One)</p> <p>Assist with developing and improving accounting processes by preparing clear, comprehensive, concise procedures. Create, maintain, and communicate procedures in ISO format (International Organization for Standardization). Maintain desk procedures. Prepare financial write-ups for management based on analysis of work assignments. Communicate with customers, auditors, CALPIA staff and management, and control agency employees.</p>
<p>5%</p>	<p>MARGINAL FUNCTIONS</p> <p>Participate on special project teams as requested by management. Perform other accounting and analytical duties as requested by management. Provide back-up and support to other Reports and Reconciliation staff in their absence and/or upon request.</p> <p>ADDITIONAL EXPECTATIONS</p> <p>Ability to multi-task while meeting deadlines and maintaining accuracy of work. Have a working knowledge of financial (GAAP), government accounting (GASB), and cost accounting functions. Good interpersonal, verbal, and written communication skills as well as organizational skills.</p>